

**NANAIMO LADYSMITH PUBLIC SCHOOLS**

**BUSINESS COMMITTEE  
PUBLIC MEETING**

**INFORMATION SHEET**

DATE: December 7, 2022  
TO: Business Committee  
FROM: Mark Walsh, Secretary-Treasurer  
SUBJECT: Administrative Procedure 203 – Trustee and Staff Travel

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**Background**

As part of the District's ongoing review and updating of the District's administrative procedures, staff have reviewed procedures associated with expenses and travel. The review was emergent given the recent increased return to travel following a nearly two-year hiatus, as well as the impact of inflation on previously set per-diem amounts. This Information Sheet highlights the changes.

**Discussion**

Current Administrative Procedures 203 and 213 address travel and expenses. In reviewing these procedures, it was determined that combining the two made more sense and allowed staff and trustees to only have to review a single document for information. The changes also provide clarity on our procedures including outlining specific processes and limitations on expenditures.

The revised administrative procedure has also incorporated per-diem amounts based on the BCSTA standard, and mileage reimbursement rates for both travel and day to day travel in accordance with the Canada Revenue Agency. This is intended to bring clarity to all employee groups.

Further, the revised administrative procedure has incorporated a commitment to Policy 1.5 Environmental Stewardship. We note that limitations have not been applied in the circumstances, but the intention is to encourage car-pooling, public transit, and potentially online opportunities where appropriate. We note that the intention is to provide this to managers to discuss with their reports.

The next steps for the revised administrative procedure will be to provide an update to staff to promote awareness and finance staff will ensure compliance.

**Appendix A:** Revised Administrative Procedure 203 - Trustee and Staff Travel

**Appendix B:** Current Administrative Procedure 203 - Trustee and Staff Travel

**Appendix C:** Current Administrative Procedure 213 – Expense Allowance